



# STUDENT REDEMPTIONS POLICY & PROCEDURES

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Authorised by:  
**Principal**

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## General Principle

Horsham College respects and values input from parents (and guardians), staff, students and members of the public in the development of its major policies. This policy has undergone the Horsham College Policies process.

This policy is designed to complement our Student Expectations Policy and it is aimed to inform members of the Horsham College community on the process and expectations that the College has of students undertaking academic work. This Policy aims to support students achieve a satisfactory effort in their Common Assessment Tasks.

In this policy:

- The role of teachers, students and Year Level Coordinators will be outlined.
- The process of Redemptions will be outlined (see Appendix)

## Definitions

- For the purpose of this policy the following terms are defined as follows:
  - a 'parent' includes: a person who has parental responsibility for 'major long-term issues' as defined in the Family Law Act 1975 (Commonwealth) a person appointed as 'guardian' pursuant to the Children Youth and Families Act 2005 (Victoria) an informal carer with whom the child normally or regularly resides, and who has day-to-day care and control of the child a mature minor student an adult student
  - Teacher refers to the student's classroom teacher.

## Guidelines and Process for Student Redemptions

1. Subject teams (e.g. Year 7 English) create a fair Common Assessment Task with differentiated expectations for some students
2. Subject teams decide the redemption cut-off, and the redemption task (e.g. 40% pass, a short test focussing on core skills)
3. Teacher delivers the fair Common Assessment Task (CAT)
4. Students who score below the cut off (e.g. 40%) are identified and informed of their mark, and details of what is required to pass the redemption task
5. A common redemption task is created, or the original task is modified for the purposes of the redemption
6. Teachers log the names of students required (SEQTA and include Coordinator's name for that day ) to complete the redemption and leave the following in the appropriate location (for each session):
  - a. Sufficient copies of the redemption task
  - b. Instructions for the completion of the task
  - c. Materials permitted for the redemption
7. The Redemption Coordinator marks student attendance, conducts the redemption session and collects the completed work
8. The Redemption Coordinator leaves the work in a clearly labelled location to be collected by the classroom teacher

## **Guidelines for Management of Concerns and Complaints**

- Subject teams must be consistent in the content, location and manner of redemptions.
- Teachers can only use redemptions for Common Assessment Tasks (CATs)
- Redemptions will run after school, twice a week
- Teachers may choose to give students the same task or a modified task
- Redemptions should allow every student to be successful, regardless of their academic ability
- The two Assistant Principals of Teaching and Learning will support the Redemptions Coordinator during peak redemption times
- Students required to redeem an assignment may be required to attend redemption sessions until the task is complete
- Students may complete some of their work in a redemption class, and some work out of the class (e.g. English essay, Science poster)
- No student should be given a zero (or unscored) on a report without being given at least two opportunities to redeem their work, either with the teacher or in a redemption class
- The classroom teacher must contact parents when a student fails a CAT and give them the details of the redemption task and log details on SEQTA
- A student completing a successful redemption will have the mark recorded as unscored but satisfactory (it has met minimum requirements).
- If a student fails to attend a redemption, the redemption coordinator will mark this on their work, and keep it until the following redemption.
- If a student fails to attend a redemption twice (for reasons other than explained absences):
  - Redemption Coordinator will pass details on to the appropriate Year Level Coordinator
  - Year Level Coordinator will contact parents and organise an after school/admin detention
  - The student will receive a zero (0) and unsatisfactory on their report.

## **Parent complaints**

Horsham College has a clear expectation on the work that students need to undertake in order to achieve a satisfactory outcome at the end of the year. This policy is aimed at supporting students make a concerted effort to undertake these tasks seriously. To this end, Year Level Coordinators will inform and talk to parents who may have grievances with regards to this process. Parent feedback will be noted in order to improve this policy at the review date specified above. Parents who may not agree to this policy will be informed of a potentially unsatisfactory outcome for a student refusing to undertake redemptions. Year Level Coordinators will also inform parents that the redemptions process aims to ascertain effort rather than academic achievement.

## **Guidelines for outcomes in the event of unsatisfactory redemption by student**

Year Level Coordinators will do the following:

1. When a student fails to undertake a redemption, parents will be contacted, and the redemption will be re-scheduled
2. A meeting (in person or by phone) with parents may be scheduled to inform parents of the outcome of an unsatisfactory redemption and the classroom teacher will be informed of the outcome.
3. As stated above students will be given two opportunities to re-sit these tasks.

## **APPENDIX**

# **Year 7 - 10 Redemptions Process and Responsibilities**

### **Subject Teams and redemption tasks**

1. Subject teams (e.g. Year 7 English) create a fair Common Assessment Task with differentiated expectations for some students
2. Subject teams decide the redemption cut-off, and the redemption task (e.g. 40% pass, a short test focussing on core skills)
3. Teacher delivers the fair Common Assessment Task

Other considerations:

- Subject teams must be consistent in the content, location and manner of redemptions.

### **Subject Teacher and Redemption tasks**

1. Students who score below the cut off (e.g. 40%) are identified and informed of their mark, and details of what is required to pass the redemption task
2. A common redemption task is created, or the original task is modified for the purposes of the redemption
3. Teachers log the names of students required to complete the redemption and leave the following in the appropriate location:
  - a. Sufficient copies of the redemption task
  - b. Instructions for the completion of the task
  - c. Materials permitted for the redemption

Other considerations:

- Teachers can only use redemptions for Common Assessment Tasks (CATs)
- Redemptions will run after school, twice a week
- Teachers may choose to give students the same task or a modified task
- Redemptions should allow every student to be successful, regardless of their academic ability.
- No student should be given a zero (0) on a report without being given at least two opportunities to redeem their work, either with the teacher or in a redemption class.
- The Classroom Teacher must contact parents when a student fails a CAT and give them the details of the redemption task and log details on SEQTA

### **Redemption Coordinator and their role**

1. The Redemption Coordinator marks student attendance, conducts the redemption session and collects the completed work
2. The Redemption Coordinator leaves the work in a clearly labelled location to be collected by the classroom teacher

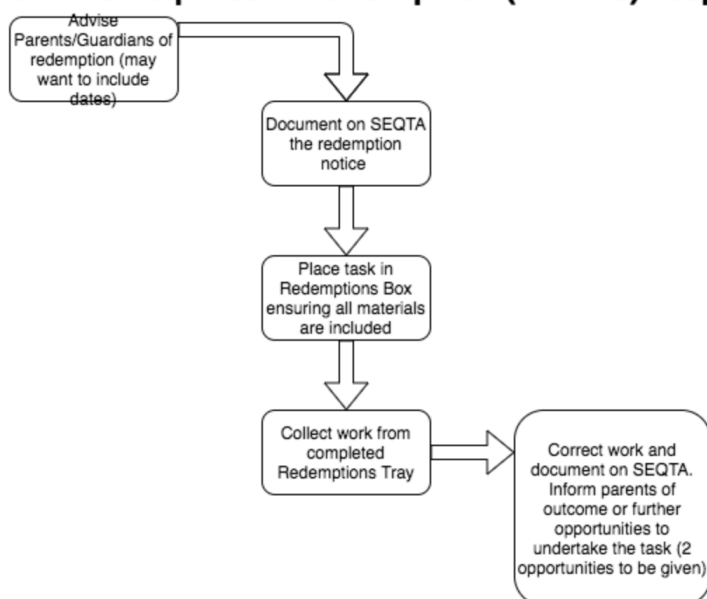
Other Considerations:

- Students required to redeem an assignment may be required to attend redemption sessions until the task is complete
- Students may complete some of their work in a redemption class, and some work out of the class (e.g. English essay, Science poster).
- If a student fails to attend a redemption, the Redemption Coordinator will mark this on their work, and keep it until the following redemption.
- Note item 2 under next section.

## Year Level Coordinators and Assistant Principal Support

1. The Assistant Principals – Teaching and Learning will support the Redemption Coordinator during peak redemption times
2. A student completing a successful redemption will have the mark recorded as unscored but satisfactory (it has met minimum requirements).
3. If a student fails to attend a redemption twice (for reasons other than explained absences):
  - a. Redemption Coordinator will pass details on to the appropriate Year Level Coordinator
  - b. Year Level Coordinator will contact parents and organise an after school/admin detention
  - c. The student will receive a zero (0) and unsatisfactory on their report.

### Teacher who requires a Redemption (YR7-10) responsibilities



### Redemption Coordinator Role

